



# Office of the City Clerk

Weekly Report – for Week Ending April 14, 2017

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

*May 16 General Election:*

Staff has prepared 563,527 of the 851,516 vote-by-mail ballot packets needed to send to permanent vote-by-mail voters.

Staff received all candidate statement transcripts from Channel 35 and will post them on the Office of the City Clerk website. Five public service announcements (PSAs) promoting the General Election were finalized this week.

The Wifi and tracking systems in the election warehouse have been loaded with election assembly data to be used for all election supply assembly. Staff will use the tracking and scanning functions to verify that the specific precinct supplies are put into the correct supply tubs and sorted for delivery. The tracking system will be used extensively for all supply assembly, delivery, and retrieval for the May election.

### Systems

Staff attended the Public Request System kickoff meeting with representatives from ITA, City Attorney, Board of Public Works, Ethics, Department of Transportation, and the Office of the City Clerk. The scope of the meeting was to develop the project scope for a citywide CPRA request tracking system.

The development of the Ordinance E-Sign workflow application has been completed. A demonstration of the application was presented to end users with positive feedback. The next step is beta testing with internal staff. The Mayor's Office will be invited to take part in the 2<sup>nd</sup> phase of testing.

### Records Management

The historical records of the Port of Los Angeles have been accessioned into the City Archives. An inventory report to aid researchers in identifying files can be viewed on the Records Management Division webpage at: [http://ens.lacity.org/clk/rmdroot/clkrmdroot569110862\\_04062017.pdf](http://ens.lacity.org/clk/rmdroot/clkrmdroot569110862_04062017.pdf)

### Neighborhood Council (NC) Funding Program

NC Funding Roundtable Discussions in each of the seven Planning Areas of the City continue this week, with a meeting held for members of the Valley Alliance of Neighborhood Councils on Thursday, April 13, 2017. Discussion topics include the integration of the NC Funding Program into the Office of the City Clerk, outstanding monthly activity reports, and general program administration issues. NC Treasurer's Training was also conducted on Thursday, April 13, 2017 at LA City Hall.

There are currently five Neighborhood Councils with frozen funds due to NC Plan violations and/or unresolved financial management issues.

### Upcoming

City Council will be in recess April 11-18, 2017 in observance of Passover and Easter.